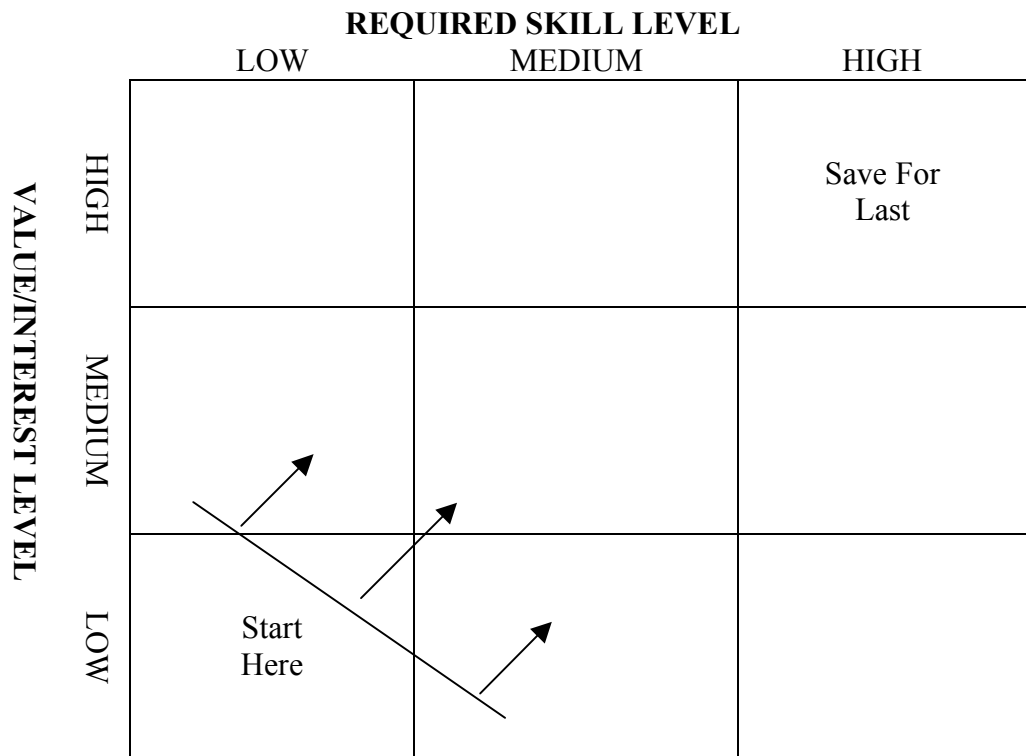


The Time Management Grid...



Instructions:

1. Make a list of all the different tasks and jobs you do by keeping a log of your activities for a week or two. Include everything you do - from sales calls to sweeping the floor to depositing receipts and locking up at night - EVERYTHING!
2. Rank these task by the following two criteria:
 - High/Medium/Low *skill level required*. For example, financial review would be a high skill level required, while data input might be a low skill level task.
 - High/Medium/Low *value to the company and interest to you*. For example, making sales calls might of high interest to you, while filling out the accompanying paperwork might be of low interest.
3. Once you have your list, enter them into the above grid. The tasks and jobs listed in the bottom left box should be immediately delegated. They are tasks that you have a low interested in doing (and therefore, probably putting off so they do not get done in a timely manner) and they require a low skill level (lower labor cost).

HINT: It's even better to attempt to eliminate the task all together, if possible, instead of delegating it.

4. Once that is accomplished, start to work your way up the grid to the next level of boxes. Move diagonally up and to the right...

5. Save the HIGH-HIGH block items for absolutely last. These are the things as owner that you love to do and/or are the highest value to your business. They also require a high degree of skill, so delegating/outourcing will be more difficult and expensive... if and when you do complete this block, the business will now be a passive income business and working without you!!

And remember:

- SYSTEMISE everything as you go.... This will also help lower the skill set required for those things in the medium and high skill blocks, keeping downward pressure on costs.